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DDA 84-0046/31  
10 August 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: James H. McDonald  
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 10 August 1984

## 1. Progress reports on tasks assigned by the DCI/DDCI:

None.

## 2. Items/events of interest:

a. The Director of Logistics briefed Major General Wesley Rice, USMC, Joint Special Operations Agency, OJCS, and his staff members on Agency logistics requirements and support obtained from the military. General Rice's office formulates the OJCS policies and ground rules for military support to the Agency through the various military focal point officers. His office advises the JCS on all matters pertaining to special operations and related military activities.

25X1 b. Last month Central Processing Branch, Office of Personnel  
25X1 (CPB/OP), had a total [ ] in July 1983. For the  
25X1 first seven months of this calendar year, CPB processed a total of [ ]  
25X1 customers (TDY, PCS, and dependents) compared to [ ] for the same period in  
1983. This is an increase of [ ] customers or an additional 24 percent over  
last year's recordbreaking number of customers.

25X1 c. During the month of July, Retirement Division, Office of  
25X1 Personnel, processed [ ] retirements, [ ] under the CIA Retirement and  
25X1 Disability System and [ ] under the Civil Service Retirement System. For  
the month of August, [ ] employees have already signed applications for  
retirement. This is a "normal" volume for the summer months.

25X1 d. The Director of Equal Employment Opportunity (EEO), and three of  
his staff members, attended the National Urban League convention in Cleveland,  
Ohio. During the four days of the convention, 105 sets of applications were  
distributed to people interested in Agency employment. The Director, EEO was

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e. On 3 August a special program was held for the summer-only employees in the auditorium. Based on attendance records and feedback from former summer-onlys, attendance more than doubled that of last year with 275 participating. The speakers' presentations were exceptional. Participants comments were very favorable. Thus far, we have 22 summer-onlys that wish to convert to part-time or full-time status.

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h. Fifteen copies of the text, "Getting About in Russian," which was written by a senior Russian instructor in the Language Training Division, Office of Training and Education (LTD/OTE), were requested by the Defense Language Institute's Foreign Language Training Center in Monterey, California. OTE responded to the request which supplemented a few copies sent to acquaint the Monterey school with the book.

i. The first phase of a joint Office of Communications/Office of Logistics effort to remove obsolete equipment and materials from the Central Depot has been completed. This initial effort will result in the disposal of some 216 items valued at \$1,075,662.32, and free up space required to house equipment and material associated with the Office of Communications Capitalization Program.

j. The Agency's Fine Arts Commission was briefed on the new Office of Communications Operations Center to be constructed on the ground floor of the existing Headquarters Building. The Commission approved the design without change.

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k. Two computer study contracts were awarded: (1) a seven month study of the "ODP Computer Systems Architecture," was awarded [redacted] and (2) a seven month study contract was awarded to [redacted] to examine the "Personal Computer Environment, Requirements and Use," in the Agency. This study was requested by the Information Systems Board.


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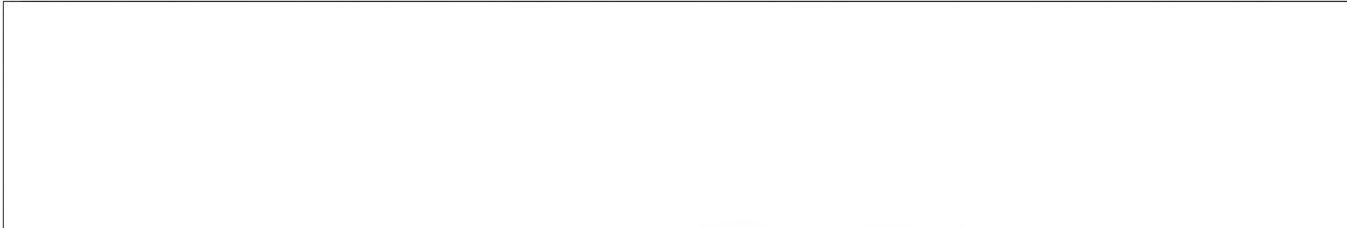
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25X1 m. Until contacted by the Office of Information Services, the Department of State intended to release a paragraph from a document that had been incorrectly and improperly declassified and released by the Department of Defense. The paragraph was to appear in the forthcoming volume of the unclassified Foreign Relations of the United States (FRUS) series and revealed



3. Significant activities anticipated during the coming week:

25X1 a. On Tuesday afternoon, 14 August, the DDA will present a program overview briefing of the DA to Mr. Russ Neely, the Agency's OMB Examiner, in preparation for the fall budget review and hearings.



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